

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
January 24th, 2023**

Library Mission Statement:

The Norelius Community Library provides a center where residents in our diverse community may obtain information, resources, education, and recreation through a full range of library services.

MINUTES

Call Meeting to Order-

Roll Call – Bergamo, Velasquez, Zupp, Phipps, Hough, Director Walley

- I. Additions to the Agenda/Agenda Approval – JZ, MP, all votes in favor.
- II. Approve Minutes of Previous Meeting- JZ, JH, all votes in favor.
- III. Guests: Denison Library Friends (Sue and Connie), Mayor Soseman and Dustin Logan.
- IV. Trustee Training-Library Journal Review- Barry Bergamo presented regarding genre separation at the library. Barry went on the internet and there are libraries doing sorting both ways, by genre and author. The concerns are some authors write different types of books and some people like to browse. Sue spoke with Ms. Drees, who is K-12 librarian. She advised at 4th grade, they group into genres. The Carroll Public Library is alphabetical and Harlan is alphabetical. Sue also did a poll of some friends and they all wanted to keep it alphabetical. Monica advised that the library is not making genre change decisions overnight. Monica has also polled patrons and the younger patrons are wanting sorting by genre while older patrons tend to want organization by author.
- V. Correspondence-None – WIBIO sent a thank you card for hosting the Tour of Homes in December.
- VI. Approve Bills- all members signed the bills sheet.
- VII. Director’s Report –
 - A. Monica attended 11 managerial-type meetings.
 - B. The Library started toddler playtime on 1/7/23 Tuesday and the following week is a Saturday, and then a Tuesday, and then Saturday, and so on.
 - C. Friends donated a kitchen for little kids to play with and it includes food and a cash register, etc. There is paper money and it will be laminated. The playtimes are segments of several hours and so far this has gone over well.
 - D. “Color me Calm”, Crafternoon, and Game Nights are still occurring.
 - E. Fireside Book Club was on 12/26.
 - F. There has also been several story times in and outside of the library.
 - G. There were three snow events since the last meeting.
 - H. There was an incident with a patron slipping on the sidewalk outside and he slipped on the sidewalk. The sidewalk was treated right away after that. He only had a scrape on his hand so he is likely okay. Monica made a report and sent it to city hall. Jennifer advised Monica to preserve the video.
- VIII. Unfinished Business
 - A. Carnegie Restoration Update-Denison Library Friends – Connie advised that the tables are finally here and are set up in the Carnegie Room. The bill for those came out of the Baker money. He is also building a conference table and the Friends will be paying for that. Connie discussed putting tempered glass for the old

kitchenette, the storage room in the Carnegie Room and possibly the other two doors that would be the study room. These are also tempered glass. Jeri Hough suggested putting a film on the windows instead of new glass in order to protect the glass. Friends will speak with BlueSpace about film for the windows so there can be a price comparison. Connie advised they also need chairs for the table and then just finishing touches like a history display cabinet in the hallway, etc. Connie also ordered a microwave and a clock for the kitchenette. Connie is looking at a mantle clock for the fireplace. Michelle and Connie both took pictures of the Christmas decorations.

IX. New Business:

- A. Policy Review: Carnegie Meeting Room Reservation/Use Policies –** Monica asked to table this discussion while staff gathers more information from other communities. The Board instructed Monica that there will be no after-hours meetings until after our next meeting and no food and drink except in the kitchenette until the next meeting.
- B. Interview Committee-Recommendations-Hiring Assistant Library Director –** JZ, BB – all votes in favor. – move to hire Olivia Fernandez at \$17.50 per hour. She will officially start on 2/1/23.
- C. Employment of Family Members-Hiring policy –** our custodian is stepping down; Monica will need to advertise the position, however Michelle’s sister, Cathy, is a custodian at WITCC now and is willing to apply for the job. Monica asked Jack Reed, the city’s HR consultant, about any anti-nepotism policies. Michelle also looked up state code and did not see any prohibitions. Our custodian’s last day is 2/7/23. Monica will post the job ad tomorrow.
- D. Closed Session to discuss personnel issues** (as requested per employee) – Jennifer advised she would not go into closed session so no vote was held on whether to go into closed session. Michelle has accrued sick time. Michelle will move to \$13.50 for part time work which is the same as Chris and Jo. Monica asked us to pay out Michelle’s accrued sick time. BB, JH – all votes in favor. Monica will advise Jodie.

Monthly Reports

- A. Library Accounts – members reviewed accounts – Monica got the CD’s reinvested at the 3% rate for six months.
- B. Monthly Library Report - Circulation & Acquisitions/Collection – members reviewed report
- C. Denison Library Friends Report- members reviewed report. The friends have spent 58k on upgrades and the library has paid 20k. Monica is also working on another door for where there is a curtain by the front door. There is another expense for a TV for the kitchen and for dimming switches; Monica will also switch out to day light bulbs.

Committee Reports

- 1. Book & Policy (Zupp, Bock, Hough) – nothing new
- 2. Finance (Bock, Phipps, Zupp) - nothing new
- 3. Technology (Phipps, Velasquez, Zupp) – nothing new
- 4. Facilities (Peterson, Bock, Hough) - Jennifer advised the facility needs a walk-through. The city also is going to replace batteries for our emergency lights. Colby did an inspection at Boulders and he will be doing the library’s too. We will also be getting 2 AEDs here.
- 5. Public Relations (Peterson, Velasquez, Hough) – Monica will go to senior center next month to talk to the seniors.

Next Board Meeting: February 21st, 2022

